

Agenda Memorandum – *City of Inverness*

DATE: June 3, 2016
ISSUE: Contingency Transfers: Departmental & Council
FROM: City Manager
CC: City Clerk and Finance Director
ATTACHED: Memo by Sheri Chiodo
Matrix of Items, Amounts, Departmental Allocation

CITY COUNCIL APPROVAL
DATE: 6/7/16

Please review attachments for detailed information relating to using contingency funds.

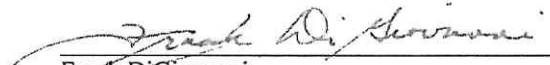
In summary, four categories affect the need to move existing funds to expense line areas of the budget. Contingency funds are built into the budget to protect the community and operational needs when “unforeseen” needs arise. Contingency funds are doubly protected and require approval by the City Manager and City Council.

The areas of need are: personnel, planning, projects and the new fire department.

- Changes have been made to maintain outcome levels in City Administration with the advent of staff retirement.
- City Project construction, planning and development have been increased to bring forward the potential for accomplishments unparalleled in this community. These efforts will continue for years.
- Worker’s Compensation Risk Code for certain positions resulted in a cost increase.
- Special Event Programing required a slight increase in staffing.
- Custodial Services at City Hall have been slightly modified.
- FRS Category changes for personnel resulted in a cost increase.
- The Fire Department Start-Up required 4-months of services by the County at a higher cost than anticipated when the budget was developed. The \$50,000/month service cost by the County was \$15,000/month more than the City Fire Service Unit, which resulted in a \$60,000 budget difference. Further adjustments have been made to lessen the impact and use of Contingency Funds.

Recommended Action –

Motion, second and vote to approve the use of Contingencies as presented for the City Budget to cover the remainder of the fiscal year.


Frank DiGiovanni

Administrative Offices
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Page 1 of 1

CITY OF INVERNESS
MID-YEAR CONTINGENCY TRANSFERS
FISCAL YEAR 2016

DEPT GENERAL FUND	ORG CODE	OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	PRIOR ADJUSTMENT	REVISED BUDGET	INCREASE	DECREASE	FINAL REVISED BUDGET	JUSTIFICATION
Administration	01125120	511200	Regular Salaries	\$ 306,656.00	\$ (36,222.00)	\$ 270,434.00	\$ 28,600.00	\$ -	\$ 299,034.00	Appropriate Funds for 3% Annual Increase and to reclassify PT Staff Assistant to FT Staff Assistant
	01125120	511203	Salaries - Part-Time	\$ 10,949.00	\$ 28,700.00	\$ 39,649.00	\$ 35,300.00	\$ -	\$ 74,949.00	Appropriates additional funding for PT Project Consultant for remainder of Fiscal Year
	01125120	512100	FICA/Medicare	\$ 30,356.00	\$ (500.00)	\$ 29,856.00	\$ 5,000.00	\$ -	\$ 34,856.00	Increased FICA based on increases in FT and PT wages
	01125120	512200	Retirement Contributions	\$ 54,733.00	\$ 2,100.00	\$ 56,833.00	\$ 4,800.00	\$ -	\$ 61,633.00	Increased retirement expense based on increases in FT and PT wages
	01125120	512300	Life & Health Insurance	\$ 50,511.00	\$ (5,071.00)	\$ 45,440.00	\$ 4,400.00	\$ -	\$ 49,840.00	To fund insurance for remainder of Fiscal Year for FT Staff Assistant reclassified from PT to FT
	01125120	599990	Department Reserve for Contingency	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ (20,000.00)	\$ -	To fund 3% increases awarded by City Council on October 1, 2015
Other Gen Govt	01191902	599990	Council Contingency	\$ 200,000.00	\$ (33,000.00)	\$ 167,000.00	\$ -	\$ (58,100.00)	\$ 108,900.00	Transferred to fund PT Project Consultant and reclassification of PT Staff Assistant position to FT.
			Total Administration			\$ 78,100.00		\$ (78,100.00)		
Finance	01135130	511200	Regular Salaries	\$ 214,528.00	\$ -	\$ 214,528.00	\$ 6,000.00	\$ -	\$ 220,528.00	To fund 3% increases awarded by City Council on October 1, 2015
	01135130	512100	FICA/Medicare	\$ 16,503.00	\$ -	\$ 16,503.00	\$ 600.00	\$ -	\$ 17,103.00	To fund 3% increases awarded by City Council on October 1, 2015
	01135130	512200	Retirement Contributions	\$ 26,244.00	\$ -	\$ 26,244.00	\$ 500.00	\$ -	\$ 26,744.00	To fund 3% increases awarded by City Council on October 1, 2015
	01135130	599990	Department Reserve for Contingency	\$ 8,000.00		\$ 8,000.00	\$ -	\$ (7,100.00)	\$ 900.00	To fund 3% increases awarded by City Council on October 1, 2015
			Total Finance			\$ 7,100.00		\$ (7,100.00)		
Community Development	01155150	512400	Workers Compensation Insurance	\$ 683.00	\$ -	\$ 683.00	\$ 2,400.00	\$ -	\$ 3,083.00	To appropriate funds for workers compensation reclassification of the building inspection risk class.
	01155150	599990	Department Reserve for Contingency	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ (2,400.00)	\$ 12,600.00	To appropriate funds for workers compensation reclassification of the building inspection risk class.
			Total Community Development			\$ 2,400.00		\$ (2,400.00)		
Facilities Management	01191910	511203	Salaries - Part Time	\$ 10,970.00	\$ -	\$ 10,970.00	\$ 3,500.00	\$ -	\$ 14,470.00	To fund 3% increases awarded by City Council on October 1, 2015 and to change full time equivalency from .50 to .625 for the IGC Custodian position
	01191910	512100	FICA/Medicare	\$ 855.00	\$ -	\$ 855.00	\$ 275.00	\$ -	\$ 1,130.00	To fund 3% increases awarded by City Council on October 1, 2015 and to change full time equivalency from .50 to .625 for the IGC Custodian position

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	01191910	512200	Retirement Contributions	\$ 784.00	\$ -	\$ 784.00	\$ 175.00	\$ -	\$ 959.00	To fund 3% increases awarded by City Council on October 1, 2015 and to change full time equivalency from .50 to .625 for the IGC Custodian position
	01191910	512500	Unemployment Compensation	\$ -	\$ -	\$ -	\$ 1,900.00	\$ -	\$ 1,900.00	To fund unemployment benefits for prior IGC Custodian
	01191910	599990	Department Reserve for Contingency	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ (5,850.00)	\$ 4,150.00	To fund 3% increase and unemployment benefits
			Total Facilities Management				\$ 5,850.00	\$ (5,850.00)		
Fire/Rescue Services	01225220	533400	Contractual Services	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 50,000.00	\$ -	\$ 200,000.00	To fund extension of Sheriff's contract for the month of January 2016 at the cost of \$50,000/month
	01225220	534620	Maintenance - Building	\$ 2,000.00	\$ (500.00)	\$ 1,500.00	\$ 1,000.00	\$ -	\$ 2,500.00	Provide funding for any unforeseen building repairs for the remainder of the fiscal year
	01225220	534660	Maintenance - Equipment	\$ 3,500.00	\$ (875.00)	\$ 2,625.00	\$ 5,000.00	\$ -	\$ 7,625.00	Provide funding for any unforeseen equipment repairs for the remainder of the fiscal year
	01225220	535200	Supplies - General	\$ 5,000.00	\$ (1,250.00)	\$ 3,750.00	\$ 1,000.00	\$ -	\$ 4,750.00	To replenish funds previously reduced for Sheriff's Dept contract to ensure adequate funding for the remainder of the fiscal year
	01225220	535207	Supplies - Maintenance	\$ 1,000.00	\$ (250.00)	\$ 750.00	\$ 1,000.00	\$ -	\$ 1,750.00	Provide funding for any unforeseen maintenance supplies for the remainder of the fiscal year
	01225220	535260	Uniforms	\$ 6,000.00	\$ (1,500.00)	\$ 4,500.00	\$ 2,000.00	\$ -	\$ 6,500.00	To fund uniform needs of the department for newly hired firefighters.
	01225220	599990	Department Reserve for Contingency	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -	\$ (7,000.00)	\$ -	To fund Departmental needs through remainder of FY 2016
Other Gen Govt	01191902	599990	Council Contingency	\$ 200,000.00	\$ (91,100.00)	\$ 108,900.00	\$ -	\$ (53,000.00)	\$ 55,900.00	To fund extension of Sheriff's contract for the month of January 2016 at the cost of \$50,000/month and fund \$3,000 towards Fire Department needs through remainder of FY 2016
			Total Fire/Rescue Services				\$ 60,000.00	\$ (60,000.00)		
Road & Streets	01305410	511203	Salaries - PT	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 20,000.00	To fund PT Project Engineer for remainder of Fiscal Year
	01305410	512100	FICA/Medicare	\$ 21,245.00	\$ -	\$ 21,245.00	\$ 800.00	\$ -	\$ 22,045.00	To fund PT Project Engineer for remainder of Fiscal Year
	01305410	599990	Department Reserve for Contingency	\$ 11,800.00	\$ -	\$ 11,800.00	\$ -	\$ (10,800.00)	\$ 1,000.00	To fund PT Project Engineer for remainder of Fiscal Year
			Total Roads & Streets				\$ 10,800.00	\$ (10,800.00)		
Satellite Parks	01725720	511200	Regular Salaries	\$ 18,124.00	\$ -	\$ 18,124.00	\$ 1,500.00	\$ -	\$ 19,624.00	To fund 3% increases awarded by City Council on October 1, 2015
	01725720	511221	Standby Pay	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ (500.00)	\$ -	To fund 3% increases awarded by City Council on October 1, 2015
	01725720	512100	FICA/Medicare	\$ 1,471.00	\$ -	\$ 1,471.00	\$ 100.00	\$ -	\$ 1,571.00	To fund 3% increases awarded by City Council on October 1, 2015

CITY OF INVERNESS
MID-YEAR CONTINGENCY TRANSFERS
FISCAL YEAR 2016

DEPT	ORG CODE	OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	PRIOR ADJUSTMENT	REVISED BUDGET	INCREASE	DECREASE	FINAL REVISED BUDGET	JUSTIFICATION
	01725720	511200	Retirement Contributions	\$ 1,373.00	\$ -	\$ 1,373.00	\$ 200.00	\$ -	\$ 1,573.00	To fund 3% increases awarded by City Council on October 1, 2015
	01725720	599990	Department Reserve for Contingency	\$ 17,500.00	\$ -	\$ 17,500.00	\$ -	\$ (1,300.00)	\$ 16,200.00	To fund 3% increases awarded by City Council on October 1, 2015
			Total Satellite Parks				\$ 1,800.00	\$ (1,800.00)		
Valerie Theatre	01745730	511200	Regular Salaries	\$ 55,100.00	\$ -	\$ 55,100.00	\$ 1,500.00	\$ -	\$ 56,600.00	To fund 3% increases awarded by City Council on October 1, 2015
		511203	Salaries - Part Time	\$ 20,900.00	\$ -	\$ 20,900.00	\$ -	\$ (1,500.00)	\$ 19,400.00	To fund 3% increases awarded by City Council on October 1, 2015
		512200	Retirement Contributions	\$ 5,899.00	\$ -	\$ 5,899.00	\$ 5,000.00	\$ -	\$ 10,899.00	To fund Theatre Director to FRS Senior Retirement Classification
		599990	Department Reserve for Contingency	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ (5,000.00)	\$ 10,000.00	To fund Theatre Director to FRS Senior Retirement Classification
			Total Valerie Theatre				\$ 6,500.00	\$ (6,500.00)		
Special Events	01745740	511200	Regular Salaries	\$ 110,700.00	\$ -	\$ 110,700.00	\$ 4,500.00	\$ -	\$ 115,200.00	To fund 3% increases awarded by City Council on October 1, 2015
		511203	Salaries - Part Time	\$ 10,450.00	\$ -	\$ 10,450.00	\$ 1,700.00		\$ 12,150.00	To fund 3% increases awarded by City Council on October 1, 2015 and to fund full time equivalency of part-time staff assistant position from .5 to .625
		511310	Wages - Temporary	\$ -	\$ -	\$ -	\$ 3,300.00		\$ 3,300.00	To fund the seasonal position added this fiscal year to assist the Department with the increased event activity
		512100	FICA/Medicare	\$ 9,283.00		\$ 9,283.00	\$ 1,000.00		\$ 10,283.00	To fund 3% increases awarded by City Council on October 1, 2015, to fund full time equivalency of part-time staff assistant position from .5 to .625 and the addition of the seasonal position
		599990	Department Reserve for Contingency	\$ 55,000.00	\$ (41,200.00)	\$ 13,800.00	\$ -	\$ (10,500.00)	\$ 3,300.00	To fund 3% increases awarded by City Council on October 1, 2015, to fund full time equivalency of part-time staff assistant position from .5 to .625 and the addition of the seasonal position
			Total Special Events				\$ 10,500.00	\$ (10,500.00)		
			TOTAL GENERAL FUND				\$ 183,050.00	\$ (183,050.00)		
WHISPERING PINES PARK FUND										
Facilities	10727226	511200	Regular Salaries	\$ 110,698.00	\$ -	\$ 110,698.00	\$ 4,300.00	\$ -	\$ 114,998.00	To fund 3% increases awarded by City Council on October 1, 2015
	10727226	599990	Department Reserve for Contingency	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ (4,300.00)	\$ 1,700.00	To fund 3% increases awarded by City Council on October 1, 2015
			Total Facilities				\$ 4,300.00	\$ (4,300.00)		
			TOTAL WHISPERING PINES PARK FUND				\$ 4,300.00	\$ (4,300.00)		
CAPITAL PROJECTS FUND										

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Fire Services	30225220	566400	Equipment Purchases	\$ 213,090.00	\$ (46,605.00)	\$ 166,485.00	\$ 45,000.00	\$ -	\$ 211,485.00	To replenish funds previously amended to fund Fire Services Contract with the Sheriff. Funds are needed for acquisition of Compressor and Bunker Gear.
General Govt	30121910	566200-12102	Government Plaza	\$ 350,000.00	\$ 187,125.00	\$ 537,125.00	\$ -	\$ (45,000.00)	\$ 492,125.00	To replenish funds previously amended to fund Fire Services Contract with the Sheriff.
			TOTAL CAPITAL PROJECTS FUND				\$ 45,000.00	\$ (45,000.00)		
			TOTAL ALL FUNDS				\$ 232,350.00	\$ (232,350.00)		